

Records 20
FILED: RETURN TO

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING
 12 NOVEMBER 1954

<u>1. TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	5.1	1.4	193.3
Maps	.9	0	48.4
Negatives	0	0	125.2
Cards (other)	0	0	4.2
Total	6.0	1.4	371.1
B. (Measured by actual count)			
Cards	22,266	2,789	4,074,240
Film Reels 35mm	11	4	5,680
Film Reels 16mm	1	2	2,075

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo	1
* OSI	1
* DD/P	31
	33

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
B. Number of Offices With Established Schedules	10
C. Number of Offices in Which Schedules Are To Be Established	9
D. Offices Depositing This Week	10
E. Offices Delinquent in Depositing	1
Director's Office - Date of last deposit is corrected to read 24 February 1954. Previous reports showed 18 June as date of last deposit. Materials deposited during this period consisted, only, of regulatory issuances which should have been reflected as a deposit of the DD/A Regulations Control Staff.	

* Material not accessible to Repository personnel.